



Heritage Strategy

Australia Post Heritage Places

Corporate Infrastructure Services Division - CRE

Introduction

Amendments to the *Commonwealth Environment Protection and Biodiversity Act 1999* (EPBC Act, introduced in January 2004) together with amendments to the *Environment Protection & Biodiversity Conservation Regulations 2000* (the Regulations) introduced a new Commonwealth heritage management regime. The legislation established the Commonwealth Heritage List, and a number of Australia Post properties were subsequently added to the List (currently less than 20 places Australia wide). Australia Post is required by January 2006, under Section 341ZA of the EPBC Act, to prepare a Heritage Strategy to guide and govern management of its properties included in the Commonwealth Heritage List.

While the number of Australia Post heritage places currently included in the Commonwealth Heritage List is comparatively small, there are many places included in state or territory heritage registers, and/or subject to local government heritage controls, which it is anticipated will have Commonwealth heritage values and will be progressively added to the Commonwealth Heritage List. There may also be places not currently covered by heritage controls, or included in lists or registers, which will have Commonwealth heritage values. The Heritage Strategy also applies to all places with Commonwealth heritage values.

Australia Post

Australia Post is a government business enterprise which operates under the *Australian Postal Corporation Act 1989*. The Board of Australia Post, which sets the corporation's objectives, policies and strategies, is led by a non-executive Chairman and comprises up to eight non-executive directors and one executive director, the Managing Director. The latter is responsible for the day-to-day management of the corporation, with a Senior Management Team responsible for key business and support functions, including:

- Letters
- Retail & Agency Services
- Parcels & Logistics
- Finance
- Corporate Infrastructure Services
- Business Support

Corporate Real Estate, which is included within Corporate Infrastructure Services, is responsible for implementing the Australia Post Heritage Strategy.

History

Australia Post's origins can be traced back to 1809, when former convict Isaac Nichols was appointed as the nation's first postmaster and opened a post office in his house in George Street, Sydney. Nichols was responsible for collecting the mail from newly arrived ships. Tasmania also established an early postal service in 1809, with a dedicated post office established in Hobart in 1812. The more formal commercial origins of Australia Post, however, lie in the first *Postal Act* of 1825, which enabled the New South Wales governor to fix postage rates and appoint postmasters outside of Sydney.

Postal services were an important feature of Australian life from the early Colonial period, given their role as the only means of contact between Australia and Britain for much of the nineteenth century. Postal offices were also among the first infrastructure developed in each new colony and town.

In 1849, the Australian colonies banded together to establish uniform postage rates and to try and achieve greater regularity in their services across borders. Between 1860 and 1900, in the lead up to Federation, a large number of inter-Colonial conferences were also held to discuss ways of making postal services and communications more efficient and cooperative. The need to provide a common and uniform system of communications between the colonies was one of the key drivers behind Federation, and in 1900 the heads of each postal department met in Sydney to thrash out the integration of the separate Colonial postal services under the new Commonwealth. The *Commonwealth Post and Telegraph Act* was passed in June 1902, and a national Postmaster General's Department (the PMG) was established, with responsibility for the nation's mail and telephone services.

The PMG amalgamated the various Colonial services, and some 5,000 existing post offices were placed under the control of the new Department. Shortages in funds and resources, however, meant that maintenance of existing buildings, and construction of new postal buildings, generally remained the responsibility of the various states up until the 1920s, although the PMG was more active in construction in New South Wales and Victoria before this time. New postal and telegraph offices were also a significant addition to city and country centres, and were frequently the first physical manifestation of the new Commonwealth Government.

In 1975, the old PMG was replaced by a structure whereby responsibility for telephone and mail services was divided into the Australian Postal Commission (Australia Post) and the Australian Telecommunications Commission (formerly Telecom, now Telstra).

Heritage Places

Australia Post currently owns approximately 520 places, and leases an additional 700 places. These places include a rich and diverse range of heritage properties which are geographically dispersed across Australia, and comprise historic buildings from the Colonial era, through to post-Federation and more recent (post-WWII) structures. These buildings are used for the delivery of various postal and related services, including for administrative and retail purposes. Australia Post also owns properties that are leased out for other, non-postal related purposes.

The properties include grand and imposing public buildings, such as the General Post Offices (GPOs) in most of the state and territory capital cities. Also included are prominent nineteenth century buildings in the main streets of Australian regional centres, many of which have conspicuous clock towers. More modest early twentieth century postal buildings are also included in the heritage portfolio, and are distinctive buildings within their streetscapes and urban contexts. All of these buildings also have, to a greater or lesser degree, social value in heritage terms, whereby they are valued by their local communities for both the services they offer, or have offered in the past, and often too for their architectural and built form qualities.

Changing technologies have also resulted in changes to postal buildings. The introduction of telegraph offices and telephone exchanges in the second half of the nineteenth century brought about alterations and extensions to many existing postal buildings. Changes in mail handling in the twentieth century have also physically impacted on postal properties, and resulted in the construction of new types of postal buildings. Since the 1980s, many existing postal buildings have been altered to accommodate a change in focus to a more commercial or retail style of postal service, while new outlets have been opened away from the traditional main street context, in the new and larger shopping centre complexes. As a result of these trends, many of Australia Post's older properties have become redundant, in some cases leading to their divestment.

This Heritage Strategy will assist Australia Post in managing heritage places within its portfolio, including managing further change to heritage buildings, and ensuring the Commonwealth heritage values are protected in the divestment process.

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EPBC Act

The EPBC Act established the Commonwealth Heritage List, while the Regulations defined the Commonwealth Heritage Values and Heritage Management Principles.

Commonwealth Heritage List

The Commonwealth Heritage List is a list of heritage places or properties, or groups of places, in Commonwealth lands and waters, managed or owned by the Australian Government. The List incorporates natural and cultural heritage places, including places connected to defence, communications, customs and other government activities that reflect Australia's development as a nation. Places on the List have been identified by the Minister as having Commonwealth heritage values, and are accordingly protected under the EPBC Act [note: where the 'Minister' is referred to throughout this document, the reference is to the Federal Minister for the Environment and Heritage].

Commonwealth Heritage Values

The Commonwealth heritage values derive from aesthetic, historic, scientific or social significance or other special value for future generations as well as for the present community. The criteria relating to the values are set out in Part 10, Division 5, sub-regulation 10.03A (2) of the Regulations to the EPBC Act, and reproduced in Appendix A.

Commonwealth Heritage Management Principles

The Heritage Strategy is consistent with, and underpinned by, Commonwealth heritage management principles (defined in Schedule 7B, sub-regulation 10.03D of the Regulations). These are broad principles which address objectives, standards, processes and practices, and provide a guiding framework for excellence in managing heritage properties. Australia Post will adopt the principles in the preparation and implementation of management plans for heritage places (see below), and in the absence of a management plan, will generally follow the principles in managing heritage places in its portfolio.

The Commonwealth heritage management principles are reproduced in Appendix A.

What is a Heritage Strategy?

A heritage strategy is defined as:

...a written document that integrates heritage conservation and management within the agency's overall property planning and management framework...Its purpose is to help the agency manage and report on the steps it has taken to protect and conserve the Commonwealth heritage values of properties under its ownership or control (Commonwealth of Australia, *Heritage Strategies: a Guide for Commonwealth Agencies*, 2004).

Two key characteristics of the Strategy, as identified in this definition, are *managing* and *reporting*, the recommended actions and outcomes of this Strategy support these key requirements. The actions and outcomes also provide for the *steps* Australia Post will undertake in order to meet and manage its heritage obligations. These include establishing and making clear internal organisational arrangements for heritage places management; assessing and identifying Australia Post properties with Commonwealth heritage values (as a preliminary to establishing the Australia Post heritage places *Register*); describing and making transparent the processes and procedures for managing, mitigating impacts, monitoring and reporting on heritage places management; and training staff and promoting community awareness of Australia Post heritage places and their Commonwealth Heritage values. The content and scope of the Strategy is also derived from the statutory Regulations, and documentation prepared by the Department of Environment and Heritage (DEH):

- *Environment Protection and Biodiversity Conservation Regulations 2000* Schedule 7C, Regulation 10.03E.
- *Heritage Strategies: a Guide for Commonwealth Agencies*, Commonwealth of Australia, 2004.

A number of appendices are incorporated into this Strategy:

- Appendix A: Definitions & Extracts from the EPBC Act and Regulations
- Appendix B: Draft Heritage Citation for Australia Post Heritage Places *Register*
- Appendix C: Summary of Commonwealth Approvals Procedures: EPBC Act
- Appendix D: Summary of State, Territory & Local Government Heritage Controls & Approvals Requirements

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Heritage Management

Australia Post will ensure that Commonwealth heritage values are taken into consideration in all aspects of heritage places management, including in planning for future works, development, and property divestment. This will assist in establishing priorities for funding and works approvals; it will also assist with prioritising the preparation and completion of management plans for heritage properties.

Heritage Management Responsibility

Australia Post's dedicated heritage officer will have overall responsibility for overseeing, administering and implementing the Heritage Strategy programmes. In terms of Australia Post corporate structure, the heritage officer/responsibility will be located within the Corporate Real Estate Group. While Australia Post will outsource many components of the Heritage Strategy programmes, the heritage officer will initiate and oversee the review of Australia Post properties, programme of management plans for heritage places, and preparation of the *Heritage Procedures Manual*. The heritage officer will also be responsible for the triennial review of the Heritage Strategy, and requirements for reporting to the Minister.

All decisions which affect, or have the potential to affect, the Commonwealth heritage values of Australia Post properties will be referred in the first instance to the heritage officer, to determine if a formal referral is required under EPBC Act, and then to follow the legislative process, as appropriate (the procedures to follow for EPBC Act referrals and approvals are outlined in Appendix C). These initial inquiries will come from the state-based portfolio managers, who have individual property control within the state-based framework. The requirement to refer to the heritage officer will be made clear through the information contained in the Australia Post heritage places *Register* (which must be consulted in the first instance to determine if a property has Commonwealth heritage values), and the *Heritage Procedures Manual*. This requirement, and the procedures to be followed, will also be conveyed to property managers through the Australia Post training programme (see below). Australia Post will introduce a new outsourced property management system in 2006. While the details of this system are yet to be finalised and put in place, heritage management obligations will be embedded in the new system, including the requirement to refer to Australia Post's dedicated heritage officer.

Heritage Management Objectives

Defining a 'Statement of Objectives' is a means of confirming Australia Post's commitment to meeting its obligations under the EPBC Act.

The 'Statement of Objectives' encompasses Australia Post's objectives for the management of places with Commonwealth heritage values, and emphasises Australia Post's responsibilities and obligations with regard to heritage management. The following statement will be included in the Corporate Plan:

Australia Post recognises its responsibility to identify and care for heritage places under its control, with the management of these places to be consistent with sound practice in heritage conservation and property management. Australia Post will allocate funds to support heritage places management, will anticipate and identify risks to Commonwealth heritage values arising out of operational requirements, and will ensure heritage values are recognised and provided for in property divestment.

Action 1

Action	Outcome	Priority	Timeframe
Include a 'Statement of Objectives' in Australia Post's Corporate Plan.	Revised Corporate Plan reflecting commitment to heritage management.	High Requirement of EPBC Act Regulations	Mid 2006

Review of Australia Post Properties

The review of Australia Post properties, to identify and assess those with Commonwealth heritage values, is a key undertaking of the Heritage Strategy, and will enable Australia Post to meet a number of its most important obligations under the EPBC Act.

The successful implementation of the Heritage Strategy will ultimately require the identification of all Australia Post places with Commonwealth heritage values. To achieve this, Australia Post will review its entire property portfolio to determine which properties have Commonwealth heritage values, and whether those properties meet the relevant criteria for inclusion in the Commonwealth Heritage List. Candidate properties will then be recommended for inclusion in the List.

The review of heritage places owned by Australia Post has already commenced, beginning with a desktop analysis of places in Victoria.

The review and identification of places with Commonwealth heritage values will lead to the establishment of an Australia Post heritage places *Register* (The *Register*, see below). The review will also result in recommendations on the preparation of management plans where required, or updating of existing management plans, for places included in the *Register*.

As noted above, Australia Post currently owns approximately 520 places, and leases an additional 700 places. The methodology for the review has regard for the extent of this portfolio, and the fact that the portfolio includes both owned and leased properties; it therefore makes provision for a staged approach, incorporating an alternative approach for the leased properties (this is outlined below).

The review will utilise a rigorous methodology for the identification and assessment of the Commonwealth heritage values, based on that recommended in industry-wide standards such as *The Burra Charter* (Australia ICOMOS, 1999), *Australian Natural Heritage Charter* (Australian Heritage Commission, 2002), and *Ask first: A Guide to Respecting Indigenous Heritage Places and Values* (Australian Heritage Commission, 2002).

Methodology

Stage 1: Properties owned by Australia Post

This stage of the review will involve:

- A desktop analysis to determine which Australia Post properties have recognised, already identified or potential heritage values, as an indication of those places which will have Commonwealth heritage values. For properties owned by Australia Post, the analysis will utilise the existing electronic Australia Post property management information, which includes images and basic information about properties (such as dates of construction, description of buildings and materials, known existing heritage controls). The desktop analysis will:
 - Identify which properties are already covered by state, territory or local heritage controls.
 - Identify which properties have been identified as having heritage values in previous studies (including the 1990 Australia-wide heritage study of Australia Post properties by Warmington & Ward), but are not currently covered by heritage controls.
 - Utilise the most up to date electronic Australia Post property management information to identify places, other than those above, with potential heritage values.
- A site visit and inspection of the above places in all states and territories. The inspection will involve photographing the property, compiling a basic description of each site, and making a preliminary assessment of issues to do with condition, management, works, etc (a more comprehensive assessment of building fabric and related conservation and management issues, as well as policies on future works and development, would be undertaken as part of the work for the management plan).
- Assessing the Commonwealth heritage values of the property and articulating the significance.
- Identifying (and locating) any relevant heritage reports on the heritage properties (including existing management plans).

- Completing a property citation to form the basis of information maintained on each property, and also for inclusion in the Australia Post heritage places *Register* database (a recommended property citation format or template is included at Appendix B). The property citation data will be comprehensive and will address all the 'matters' required for inclusion in a Commonwealth agency heritage *Register*, as specified by the EPBC Act Regulations.

In terms of the number of properties to be reviewed, it is intended that all of the c.100 properties owned by Australia Post that are currently heritage-listed (at State, territory or local level, as well as places already included in the Commonwealth Heritage List) would be inspected. In addition, a further 50 places would be inspected, that are believed to be of potential heritage value but for which the current heritage status is unclear (this is based on a review of the existing electronic property management information). In addition provision is made for inspection of a further 20-30 properties Australia-wide, constructed in the post-WWII period, and which a preliminary assessment (based on photographs and limited historical information) has indicated are of potential heritage significance. The number of places to be reviewed Australia-wide in Stage 1 of the review would therefore be in the order of 150-180 properties.

Stage 2: Properties leased by Australia Post

With regard to the c.700 properties leased by Australia Post, the review of these places will constitute a second stage. As these properties generally were not covered by the 1990 Warmington & Ward study, or are not included in the electronic Australia Post property management information (as they are not owned by Australia Post), an alternative approach is proposed.

This will commence with collation and review of available information, to determine the nature and extent of the data, and its suitability with regard to informing the heritage review. A pilot study would then be undertaken of leased properties in a single state or territory, to test the collated data and identify places for further investigation and inspection, where appropriate. The pilot study is intended to assist in setting a realistic timeframe for undertaking the entire review of leased properties. The methodology for completing the review would follow that outlined above for Australia Post owned properties.

Action 2

Action	Outcome	Priority	Timeframe
Undertake a two staged review of the Australia Post property portfolio, to determine which places have Commonwealth heritage values. The two stages relate to properties owned (Stage 1) or leased (Stage 2) by Australia Post.	Collation of data on Australia Post heritage places; list or inventory of properties with Commonwealth heritage values; recommendations on additions/exclusions to Commonwealth Heritage List; and identification of priorities for preparation of management plans.	High Requirement of EPB Act Regulations	Stage 1 has commenced and will be completed by the end of 2007. Stage 2 will commence in 2006. A completion date is unavailable at this time.

Australia Post Heritage Places Register

Establishing a Register of Australia Post heritage places is a key requirement of the EPBC Act, and a high priority outcome of this Strategy.

Following the review of heritage properties, Australia Post will establish a *Register* of heritage places under its control, to assist with managing these places. The requirements for a Commonwealth agency *Register* are set out in Part 10, Division 5, sub-regulation 10.03G (2) of the Regulations, and are reproduced in Appendix A.

The *Register* will include:

- all places in the Commonwealth Heritage List;
- all places identified in the review of Australia Post properties as having Commonwealth heritage values, that are recommended for inclusion in the Commonwealth Heritage List; and
- any other Australia Post heritage places that have statutory heritage controls.

In addition, the Australia Post *Register* will hold or contain:

- Electronic information and data on individual places in a readily retrievable electronic format. This will be tabulated in a heritage 'property citation' format, and will address the 'matters' specified in the EPBC Act Regulations (see Part 10, Division 5, sub-Regulation 10.03G(2)). These matters include information relating to the administration of heritage places, heritage controls, location and access details, tenure, building descriptions, history, heritage significance (including relevant Commonwealth heritage criteria), indigenous values, works approvals information, works history and maintenance data, impacts of works, management information, images, plans, and relevant reports and archives. (Appendix B contains a template for the heritage property citation, and a list of data fields to be included in the *Register*).
- Information and recommendations relating to management plans, including whether they currently exist or are required for heritage places.
- Recommendations on specific heritage issues and aspects of property management.

The *Register* will also be linked to existing Australia Post asset management data through the use of a common identifier, as is currently used in the Australia Post property management system. Public access, for research purposes, will be provided to sub-sections of data contained in the *Register*. This will be provided through the Australia Post intranet.

Australia Post will additionally keep records associated with places included in the *Register*, including documentation relating to works and conservation of properties, in a permanent and accessible archive.

The Australia Post *Heritage Procedures Manual* will establish procedures for maintaining and updating information contained in the *Register*. Australia Post will report to the Minister on the details and outcome of the review of heritage properties and establishment of its *Register*, a copy of the *Register* (in the form of a written report) will also be lodged with the Minister (see Section 341ZB of the Act).

Action 3

Action	Outcome	Priority	Timeframe
Establish a <i>Register</i> of Australia Post heritage places and properties, arising out of the review of places. Upon completion, lodge a copy of the <i>Register</i> with the Minister.	<i>Register</i> of Australia Post heritage places.	High Requirement of EPB Act Regulations	Mid 2007

Management Plans for Heritage Places

A staged programme of preparing and endorsing management plans for Australia Post Commonwealth heritage places is a high priority recommendation of this Strategy.

A management plan:

...seeks to achieve good heritage conservation outcomes within the real management situation of the [heritage] place (Department of Environment and Heritage, *Management Plans for Places on the Commonwealth Heritage List: a Guide for Commonwealth Agencies*, March 2005).

As noted above, the review of Australia Post heritage properties will also involve a review and assessment of all existing heritage reports and management plans relating to the heritage places. This will determine which properties require a plan to be prepared, or an existing plan to be updated to ensure it is consistent with the conservation of Commonwealth heritage values, and the requirements for heritage place management as set out under the EPBC Act (the preparation of management plans is sanctioned under Section 341S of the Act). DEH has also published *Management Plans for Places on the Commonwealth Heritage List: a Guide for Commonwealth Agencies* (March 2005), which provides detailed guidance on the preparation and implementation of plans.

Management plans will be consistent with the direction and intent of the Commonwealth heritage management principles. Plans for a number of places may be contained in a single document, where appropriate (Section 341W of the Act). A review of plans will also be undertaken every five years (Section 341X of the Act). Public comments will also be sought on the plans.

Australia Post will seek Ministerial endorsement or accreditation of the management plans, to assist in the approvals process (Section 341T of the Act). Where plans are endorsed, Australia Post will not be required to ask the Minister for advice about taking an action that has, or is likely to have, a significant impact on the heritage place, provided the action is taken in accordance with the endorsed management plan (Section 341ZD of the Act).

The review and preparation of management plans will be undertaken as a staged programme over a five-year period, beginning with plans for Australia Post properties already included in the Commonwealth Heritage List. These properties are listed below. The timeframe for completion of the plans will also allow for public notification, consultation and asking the Minister for advice. Following the priority given to places in the List, the timeframe and order for the preparation and completion of the remaining plans will take development and divestment proposals into consideration, for places identified as having Commonwealth heritage values.

Australia Post places included in the Commonwealth Heritage List

- Forbes Post Office, NSW
- Goulburn Post Office, NSW
- GPO Sydney, NSW
- GPO, Brisbane, QLD
- Stanthorpe Post Office, QLD
- GPO, Adelaide, SA
- Strathalbyn Post Office, SA
- GPO, Hobart, Tas
- GPO, Launceston, Tas
- Queenstown Post Office, Tas
- Stawell Post Office, Vic
- Leongatha Post & Telegraph Office, Vic
- GPO, Melbourne, Vic
- Sorrento Post Office, Vic
- Kalgoorlie Post Office, WA
- Northam Post Office, WA
- Claremont Post Office, WA
- GPO, Perth, WA

Management Plan Requirements & Methodology

Management plans establish the significant heritage aspects and values of a place, and detail appropriate policies to manage and conserve the aspects and values, for future use and appreciation. Generally, a management plan will:

- identify and clarify the property's heritage values (which may be physical, spatial, associated with landscape, or items or artefacts associated with a place);
- identify the constraints and opportunities that the heritage values may place on the management and use of a property;

- identify what the owner is required or wishes to do regarding its use, including possible future use or disposal; and
- seek to balance this information and these imperatives through including policies and strategies which help to achieve compatible outcomes.

Management plans provide guidance on new works and identify options or alternatives, where appropriate. Under the EPBC Act, management plans must also address certain criteria such as access and security issues, and protocols to ensure Indigenous and other community members are consulted. Plans should additionally allow for ongoing technical and community input to decisions and actions that may have a significant impact on a place's heritage values. Management plans should also promote integrated Australian, state, territory and local government responsibilities for heritage place management, and provide for appropriate use and presentation of the place and its Commonwealth heritage values.

Methodology

Australia Post will follow an established methodology for the preparation of management plans, which incorporates the following stages or tasks:

- Gather and analyse evidence
 - historical research
 - physical investigation and analysis
 - identify/contact groups with an interest in the place
- Describe the heritage values
- Develop policies
 - identify obligations and constraints arising from the values
 - identify other factors that impact on heritage place management
- Implement plan and policies
 - recommend a strategy for plan implementation
 - manage place in accordance with plan
 - monitor and review plan implementation

Appendix A contains additional information relating to management plans and their context and approach.

Action 4

Action	Outcome	Priority	Timeframe
Initiate a programme of management plan preparation for Australia Post heritage places, arising from the review of Australia Post properties and establishment of priorities for preparation/revision of management plans. Commence with properties currently included in the Commonwealth Heritage List.	Management plans for Australia Post heritage places.	High Requirement of EPBC Act Regulations	Commence 2006 and complete within 5 years for all Commonwealth heritage places

Risk Management

Australia Post will identify all risks to heritage places, including risks arising out of management practices, existing and proposed operational uses, budgetary constraints, etc. The identification of risks will also help to identify whether there is conflict, or potential conflict, between conservation of the heritage significance/heritage values of places, and existing or proposed uses.

Australia Post has a risk management policy framework in place, which is overseen by the Board of Australia Post. This covers all significant business risks and strategic considerations. As part of the risk management framework, all business units report annually to an internal Risk Management Committee on their existing and emerging risks, associated mitigation strategies and progress against their implementation. Outcomes are reported to the Australia Post Audit Committee. There are also a number of programmes in place to manage risk in specific areas such as fraud, the environment, injury prevention and management, legislative compliance, fire safety and emergency procedures, and business continuity planning. To ensure sound management practice, independent external reviews of risk management across the corporation are also commissioned periodically.

Managing risk in relation to heritage places will be provided for within the existing Australia Post risk management framework, specifically in the programme which addresses legislative compliance risk.

Action 5

Action	Outcome	Priority	Timeframe
Identify risks to heritage places, including risks arising out of management practices, existing and proposed operational uses, budgetary constraints, etc.	Risk management of heritage places incorporated into Australia Post's existing risk management policy framework (as overseen by the Board of Australia Post).	Medium	2007

Strategy Implementation

Australia Post will ensure that the Corporate Plan, at the relevant programme level, will address and make provision for implementation of the Heritage Strategy. The timeframe for implementation recognises that some actions can be activated and implemented in the short term, while other actions (such as the completion of management plans) will be undertaken over a longer period.

Corporate Planning

An outline of how the Heritage Strategy programmes, and responsibility for heritage places management, will operate within the Australia Post corporate structure is provided elsewhere in this document.

Action 6

Action	Outcome	Priority	Timeframe
Incorporate the Heritage Strategy programmes into Australia Post's corporate planning framework.	Integration of the Heritage Strategy and its programmes into Australia Post's corporate planning framework.	Medium Requirement of EPB Act Regulations	End 2006

Heritage Strategy Funding

Australia Post will provide funding for the implementation of the Heritage Strategy and its programmes over the next five years. Australia Post will also ensure that the Financial Operating Plan (FOP) will make provision for appropriate levels of funding to support the staged implementation of the Heritage Strategy and its recommended programmes and outcomes. Funding will also be identified in Australia Post's financial reporting processes, including audited annual reports. The latter will also summarise major works to properties with Commonwealth heritage values undertaken during the financial year.

Action 7

Action	Outcome	Priority	Timeframe
Identify funding requirements for the staged implementation of the Heritage Strategy and its programmes, and integrate with Australia Post's budget planning and allocations.	Funding for the staged implementation of the Heritage Strategy.	High Requirement of EPB Act Regulations	Mid 2006

Monitoring & Review of Implementation

The Australia Post Heritage Strategy provides for regular monitoring, review and reporting on the implementation of the Strategy programmes, and the conservation of Commonwealth heritage values. The EPBC Act (Section 341ZA) also requires the Heritage Strategy to be subject to review every three years, and a written report submitted to the Minister on the outcome of the review. Stakeholder consultation will also form part of the review.

Internal Control Framework

Australia Post has an established 'internal control framework' which covers a range of responsibilities, objectives, activities and business units and processes. The framework addresses financial, operational and compliance elements, and includes financial planning and reporting, due diligence examination, contract tendering, senior management review forums, external performance reporting and corporation-wide risk management practices. Australia Post will utilise the 'internal control framework' as a mechanism to monitor and review performance with regard to implementation of the Heritage Strategy, and general compliance with organisational responsibilities and obligations under the EPBC Act.

Action 8

Action	Outcome	Priority	Timeframe
Utilise Australia Post's existing internal control framework to monitor and review Australia Post's performance on Strategy implementation, and compliance with EPBC Act responsibilities and obligations.	A formal monitoring and review mechanism within Australia Post, regarding Strategy implementation, and EPBC Act compliance.	Ongoing Requirement of EPB Act Regulations	Ongoing

Annual Reporting

Australia Post will utilise its annual reporting function to publish and report on the progress of Heritage Strategy programme implementation. The Annual Report will also identify funding allocated to heritage places management during the financial year, and provide an overview of major works to heritage properties.

Action 9

Action	Outcome	Priority	Timeframe
Include a summary of major works to properties with Commonwealth heritage values undertaken during the financial year, and provide a general overview of progress with implementation of Heritage Strategy programmes. (Annual Report). Also provide an overview of funding for heritage places management in Australia Post's financial reporting component of the Annual Report.	Annual reporting on heritage management and funding.	High Requirement of EPB Act Regulations	Commence 2006

Reporting to the Minister

Australia Post will also make a triennial report to the Minister on the progress of the Heritage Strategy implementation, which will incorporate the following components (as specified under the EPBC Act regulations, Part 10, Division 5, Regulation 10.03F):

- A. An outline of consultation undertaken with relevant stakeholders in the review process.
- B. A summary of Australia Post's achievements against its objectives for management of its heritage places.

- C. An evaluation of the success of each of the matters included in the Heritage Strategy in achieving the identification, protection, conservation and presentation of Commonwealth heritage values.
- D. An update on the extent to which the identification and assessment of Commonwealth heritage values of all property has been achieved, and the values included in Australia Post's heritage places *Register*.
- E. An update on the progress and timeliness of the preparation of management plans for Australia Post's Commonwealth heritage places.
- F. An outline of physical changes that have occurred to Australia Post's Commonwealth heritage places since the Strategy was prepared and of any expected changes.
- G. An update on progress with heritage training programs.
- H. A specification of the timeframe for updating the Heritage Strategy following the review.
- I. An update on other Commonwealth heritage issues relevant to Australia Post's management of Commonwealth heritage places in accordance with the Commonwealth heritage management principles.

Australia Post will also give a copy of this Heritage Strategy to the Minister, as per the requirement of the EPBC Act.

Action 10

Action	Outcome	Priority	Timeframe
Initiate a triennial review of the Heritage Strategy, and Australia Post's performance in conserving Commonwealth heritage values, including formalised reporting to the Minister.	Report to the Minister, based on the statutory review process required under the EPBC Act.	Requirement of EPB Act Regulations	Three years after commencement of Strategy

Heritage Procedures Manual

To facilitate many aspects of the implementation of the Heritage Strategy, Australia Post will prepare a detailed *Heritage Procedures Manual*. While this is not a specific requirement of the EPBC Act, it is nevertheless recognised as fundamental to supporting the Heritage Strategy and ensuring that Australia Post will implement and maintain an effective internal heritage management framework. Completion of the *Heritage Procedures Manual*/will also require finalisation of the new CRE structure and implementation of the Australia Post outsourced property management system.

The Manual

Incorporating Australia Post's heritage management responsibilities and obligations under the EPBC Act into operational systems and requirements, is a high priority recommendation of this Strategy.

The *Heritage Procedures Manual*/will summarise and clarify all heritage compliance issues, responsibilities, protocols and procedures, and will address issues to do with obtaining approval for works and development, divestment, consultation and conflict resolution. The *Heritage Procedures Manual*/will also set out the steps to be followed, prior to proposed works on places with Commonwealth heritage values. Appendix C provides a 'Summary of Commonwealth Approvals Procedures under the EPBC Act', while Appendix D provides a 'Summary of State, Territory & Local Government Heritage Controls & Approvals Requirements'. These summaries will form the basis of the overviews and outlines contained within the *Manual*.

Australia Post has a state-based framework with individual property control sitting with the portfolio manager. While the heritage officer/responsibility, located in the Corporate Real Estate Group, will be the first point of contact for heritage enquiries and matters, the *Heritage Procedures Manual*, in association with the Australia Post heritage places *Register*, will be used as a reference tool by the portfolio manager, to identify properties with heritage listings, and their individual heritage management requirements. The heritage officer will determine, in some cases in conjunction with qualified heritage practitioners, whether proposed activities are likely to impact on the Commonwealth heritage values of properties.

The Australia Post information service (customer enquiry) will also hold information on heritage properties.

The protocols and procedures outlined in the *Heritage Procedures Manual*/will ensure that:

- Heritage issues are identified early in project planning stages, so that impacts on heritage places and values are minimised, as a result of proposed development or other significant changes to places.
- All legislative compliance issues are addressed with regard to heritage management obligations.
- Advice is sought from qualified heritage practitioners to help identify heritage issues and following on from that, options for managing change while still protecting the heritage values of the property.
- Relevant and appropriate consultation is undertaken prior to works or redevelopment of heritage places, as part of Australia Post's property management and planning processes.
- Conflict is avoided and/or resolved, where it occurs during any of the above processes.

Approvals

The *Heritage Procedures Manual*/will provide detailed guidance on the steps to be followed for obtaining approvals for proposed works to heritage places, including the procedures to be followed through Commonwealth, state, territory and local government authorities, as required. As noted above, Appendices C (Commonwealth) and D (state, territory and local

government) contain overviews for obtaining approvals under the various statutory heritage management regimes, including an overview of the minimum documentation requirements. Appendix D also provides contact information for each state/territory heritage management agency or authority.

Property Divestment

Prior to divestment of a property with identified Commonwealth heritage values, be it currently included in the Commonwealth Heritage List, nominated for the List, or identified as having potential for inclusion in the list (the latter would arise out of the review of Australia Post properties), Australia Post will ensure that the Commonwealth heritage values are protected. The objective is to recognise the values and the need to retain the values into the future, regardless of Commonwealth ownership.

The *Heritage Procedures Manual* will provide detailed guidance on the steps to be followed with regard to divestment. The process will involve the following steps:

- Notifying the Minister before executing a contract for the sale or lease of a Commonwealth area, that includes all or part of a Commonwealth heritage place.
- Providing for the protection of the Commonwealth heritage values of the place through the most appropriate means (in preference to use of covenant):
 - through inclusion of a place in a statutory state or territory heritage register, or
 - ensuring a place is protected by means of statutory local government heritage protection.

Where necessary, a management plan will also be prepared for the property, to fully identify and describe the Commonwealth heritage values prior to the divestment, and to guide future management and conservation of the values.

Consultation

Australia Post will undertake public and community consultation, where required, as a means of encouraging community involvement in heritage management and the heritage conservation process generally. Consultation with other government agencies (at Commonwealth, state/territory, and local government level) may also be required.

The *Heritage Procedures Manual* will outline detailed procedures for consultation and liaison on heritage matters, but essentially individuals and groups with interests in the heritage values of particular Australia Post heritage places will be consulted, particularly regarding the development of management plans for these places. The latter is recognised as a means of drawing on additional knowledge or experience of a property; consultation may also assist in resolving conflict over management of heritage places.

The groups to be consulted are outlined below.

Existing Consultative Process

Australia Post currently undertakes a range of community consultation, including maintaining community contacts, on a number of postal-related matters. The corporation also has a formal framework for handling community consultation. For instance, Australia Post is mindful that the closure, redevelopment or relocation of an Australia Post outlet has an immediate effect on the local community, and regards consultation with community stakeholders as an important part of this process. The consultation framework outlines requirements for early communication of the reasons for change, investigation of local community needs, consultation with local stakeholders, analysis of community feedback and timeframes for consultation. The process is designed to ensure that community views and special needs are considered and taken on board.

The *Heritage Procedures Manual* will ensure that consultation in relation to heritage practice and management is consistent with the existing Australia Post consultative process and framework.

Indigenous Consultation

Australia Post recognises that some heritage places have Indigenous heritage values, and in these instances Indigenous people will be invited to have input into decisions regarding management of these heritage places. The review of Australia Post heritage places will identify where a property potentially has Indigenous heritage values, and will ensure that this is

flagged in the Australia Post heritage places *Register*. These values, and related management issues, will be also be further explored in the preparation of management plans for relevant places, with Indigenous people invited to contribute to the development of the plans. The *Heritage Procedures Manual* will additionally identify an appropriate process for consultation with Indigenous people.

Other Government Agencies

The *Heritage Procedures Manual* will outline a process for consultation and liaison with other government agencies on heritage matters. This will include where consultation is required at Commonwealth, state/territory, and local government level, as part of any permit or works approvals process. Appendix D provides contact information for each state/territory heritage management agency or authority, and a summary of state, territory and local government heritage approvals requirements.

Stakeholder Consultation

The *Heritage Procedures Manual* will outline a process for consultation with relevant stakeholders (other than those identified above). The *Manual* will also include a list of relevant stakeholders. As a minimum, stakeholders will include:

- The National Trust of Australia branch in each state and territory.
- The local historical society or local heritage interest group (where such exists) in each local government area.

Conflict Resolution

Australia Post recognises that conflicts may arise from the assessment and management of Commonwealth heritage values and places. This conflict, including internal conflict, may arise where there are Australia Post operational requirements (and works proposals) in conflict with heritage conservation needs. The potential for this will be investigated in the early stages of the works planning process; management plans for heritage places will also address the potential for conflict and provide appropriate recommendations. The *Heritage Procedures Manual* will additionally set out a detailed process to follow for the resolution of conflict, including the processes to be followed for mediation and following through to resolve the conflict.

Action 11

Action	Outcome	Priority	Timeframe
Preparation of a <i>Heritage Procedures Manual</i> which addresses compliance issues, responsibilities, protocols and procedures, to do with works approvals, development, property divestment, consultation and conflict resolution.	Australia Post <i>Heritage Procedures Manual</i> .	High This document will address several requirements of EPB Act Regulations	Mid 2006

Training

Australia Post will ensure that relevant personnel are made aware of the corporation's obligations under the EPBC Act, and the requirements of managing heritage places under the new Commonwealth heritage management regime. This will be achieved through a tailored staff training programme and, where appropriate, will be incorporated into existing Australia Post professional development programmes. Training will also be linked to the relevant corporate objectives.

Training Programme

The training will be prepared by qualified and experienced cultural heritage practitioners, and implemented through the Australia Post Staff Development Programme. The training will also be structured so that it is consistent with the *Heritage Procedures Manual*.

Action 12

Action	Outcome	Priority	Timeframe
Establish a staff training programme tailored to the management of Australia Post heritage places, including meeting Commonwealth heritage obligations.	Staff training programme linked to Australia Post professional development.	Medium Requirement of EPB Act Regulations	2007

Education & Promotion

Australia Post will promote public and community awareness about its heritage places, and about Commonwealth heritage values and their management, through a number of existing and proposed programmes.

Existing & Proposed Programmes

Existing education and promotion programmes include the following:

- Australia Post currently engages in education in a number of ways, including through the publication of children's books and stamps, and through Australia Post's education website (www.auspost.com.au/education). The latter provides a range of resources for students and teachers relating to aspects of Australia Post's history, such as the role of the postal service.
- Australia Post manages the National Philatelic Collection which is an extensive archive of original philatelic-related artwork and design material. Works from the collection regularly feature in exhibitions held at the Post Master Gallery in Melbourne.
- The Post Master Gallery has both permanent and temporary exhibitions relating to Australia Post history, much of it based on Australia Post's extensive archival records.
- Australia Post participates in post-related exhibitions at Australian museums, as a means of promoting an interest in postal history and services.

Australia Post proposes development of promotional and educational programmes that may include:

- Stamp series related to historic Australia Post properties.
- Exhibitions in the Post Master Gallery on different heritage-related themes, such as Australia Post heritage buildings, historic GPOs in each capital city, early post office buildings.
- A programme of interpretation for significant individual buildings.

Action 13

Action	Outcome	Priority	Timeframe
Incorporate education and promotion of Commonwealth heritage values and places, in existing and expanded Australia Post programmes.	Australia Post heritage places used as a focus of education and promotion programmes, including children and schools programmes, exhibitions, philatelic operations, museums, galleries, etc.	Low Requirement of EPB Act Regulations	Ongoing

Appendices

Appendix A: EPBC Act Definitions & Extracts

Commonwealth Heritage List Criteria

A place meets the Commonwealth Heritage listing criterion if the place has significant heritage value because of one or more of the following:

- A. the place's importance in the course, or pattern, of Australia's natural or cultural history;
- B. the place's possession of uncommon, rare or endangered aspects of Australia's natural or cultural history;
- C. the place's potential to yield information that will contribute to an understanding of Australia's natural or cultural history;
- D. the place's importance in demonstrating the principal characteristics of:
 - a. a class of Australia's natural or cultural places; or
 - b. a class of Australia's natural or cultural environments;
- E. the place's importance in exhibiting particular aesthetic characteristics valued by a community or cultural group;
- F. the place's importance in demonstrating a high degree of creative or technical achievement at a particular period;
- G. the place's strong or special association with a particular community or cultural group for social, cultural or spiritual reasons;
- H. the place's special association with the life or works of a person, or group of persons, of importance in Australia's natural or cultural history;
- I. the place's importance as part of Indigenous tradition.

Commonwealth Heritage Management Principles

The Commonwealth heritage management principles emphasise the identification, protection, conservation, presentation and transmittal of the heritage values of places, and use of appropriate knowledge, skills and standards in managing heritage places. The principles also seek to share responsibility for management, where appropriate; to undertake community consultation and encourage community involvement in heritage management; and to ensure regular monitoring, review and reporting on the conservation of Commonwealth heritage values.

The principles are as follows:

- 1. The objective in managing Commonwealth heritage places is to identify, protect, conserve, present and transmit, to all generations, their Commonwealth heritage values.
- 2. The management of Commonwealth heritage places should use the best available knowledge, skills and standards for those places, and include ongoing technical and community input to decisions and actions that may have a significant impact on Commonwealth heritage values.
- 3. The management of Commonwealth heritage places should respect all heritage values of the place and seek to integrate, where appropriate, any Commonwealth, state and territory and local government responsibilities for those places.
- 4. The management of Commonwealth heritage places should ensure that their use and presentation is consistent with the conservation of their Commonwealth heritage values.
- 5. The management of Commonwealth heritage places should make timely and appropriate provision for community involvement, especially by people who:
 - a. have a particular interest in, or associations with, the place, and
 - b. may be affected by the management of the place.

6. Indigenous people are the primary source of information on the value of their heritage and the active participation of Indigenous people in identification, assessment and management is integral to the effective protection of Indigenous heritage values.
7. The management of Commonwealth heritage places should provide for regular monitoring, review and reporting on the conservation of Commonwealth heritage values.

Requirements for a Commonwealth Agency Register

Paragraph 341ZB (2) (b) of the EPBC Act, lists the following 'matters' that a Register must include:

- A. A comprehensive description, and a clear plan showing the name and location, of each place that has Commonwealth Heritage values.
- B. A discrete heritage place identification number for each place.
- C. Details of ownership, leases, licences, rental or other tenure arrangements, as applicable.
- D. A summary description of the significant physical characteristics and elements of the place.
- E. A sequential summary of the use of the place.
- F. A statement of significance for the place, identifying its heritage values and specifying any that are Commonwealth Heritage values.
- G. A record of any other heritage listings, providing relevant register numbers.
- H. A record of the date and nature of any works, maintenance or other activity at the place that is relevant to conservation of its heritage values.
- I. A specification of any property or information access restrictions or requirements.
- J. An outline of any consultation requirements relating to the place.
- K. A list of relevant conservation documents or references.
- L. A record of when information has been updated.
- M. Cross references to:
 - a. agency place records of any objects that are significant by association with the place, indicating their current location; and
 - b. archived records of particular importance to the heritage values of the place.

Management Plans for Heritage Places

A management plan must include the following matters, which are specified in Department of Environment and Heritage, *Management Plans for Places on the Commonwealth Heritage List: a Guide for Commonwealth Agencies*, March 2005:

- Objectives for the identification, protection, conservation, presentation and transmission of the Commonwealth heritage values of the place.
- A management framework which includes reference to any statutory requirements and agency mechanisms for the protection of the Commonwealth heritage values of the place.
- A comprehensive description of the place, including information about its location, physical features, condition, historical context and current uses.
- A description of the Commonwealth heritage values and any other heritage values of the place.
- A description of the condition of the Commonwealth heritage values of the place.
- A description of the method used to assess the Commonwealth heritage values.
- A description of the current management requirements and goals, including proposals for change and any potential pressures on the Commonwealth heritage values of the place.
- Policies to manage the Commonwealth heritage values of the place.

- An implementation plan.
- An outline of how the implementation of policies will be monitored.
- An outline of how the management plan will be reviewed.

A statement of significance is a key outcome of a management plan; it should succinctly state and clarify what is of heritage significance about an individual place (fabric, values, associations, etc).

By its nature, a management plan affects the use of listed heritage places because it seeks to protect the heritage values of a place. Therefore, management plans can affect members of the community, managers of the place, local, state, territory and federal governments and any other relevant stakeholders such as potential developers.

According to the DEH guidelines, *Management Plans for Places on the Commonwealth Heritage List: a Guide for Commonwealth Agencies*, the process for developing a management plan is as follows:

1. Prepare a plan for a place with Commonwealth heritage values.
2. Seek assistance/input from DEH.
3. Seek public comment on the draft plan.
4. Ask the Minister for advice.
5. Publish a notice that a plan has been made.

Appendix B: Citation Template

Administration	
Register reference number	
Australia Post ID	
Associated archival records (specify what and where held)	
Associated significant objects (specify what and where held)	
Place details	
Place name	
Address number	
Address street	
Suburb	
Post code	
State/territory	
Municipality	
Access	
Restrictions (specify)	
Name contact for access	
Phone no. of contact	
Tenure	
Owner	
Tenant	
Lease/licence details	
Heritage listings & controls	
Commonwealth Heritage List	Yes
	No
	Recommended
Other heritage listings	National
	State/Territory
	Local
	Other (e.g. National Trust)

Survey	
Property survey date	
Name of surveyor	
Building	
Building type	
Construction date	
Period	
Style	
Intactness	Good
	Fair
	Poor
Condition	Good
	Fair
	Poor
Description	
Building & site description	
History	
History	
Architect	
Builder	
Summary of use	
Principal Australian Historic Themes	
Significance	
Commonwealth Heritage criteria/values	
Statement of significance	
Significant fabric	
Indigenous values	
Description	
Statutory context/controls	
Contact details	
Works approvals	

Commonwealth Department of Environment & Heritage	
State/territory heritage agency	
Local government authority	
Recent works/alterations	
Description of major works	
Date of works	
Maintenance	
Description of maintenance	
Date of works	
Other	
Heritage impacts	
Description of impacts	
Impacts on Commonwealth heritage values	
Management	
Management recommendations	
Management plan	<p>Yes</p> <hr/> <p>No</p> <hr/> <p>Recommend prepare report/priority</p> <hr/> <p>Recommend update existing report/priority</p>
Consultation	
Stakeholders	
Community groups	
Other consultation requirements	
Reports & references	
Other relevant reports or documents	
References	
Images	
Images	Insert image
	Insert image

Plan	
Plan	Insert plan

Appendix C: Procedures for EPBC Act Approvals

Commonwealth Approvals Under the EPBC Act

Australia Post heritage place managers will ask the following questions in order to determine which stages of the Commonwealth approvals process need to be undertaken before proposed works can proceed in relation to a heritage place. In some cases, advice and input may be required from a qualified heritage practitioner.

- Will there be a significant impact on the Commonwealth heritage values of the place, as a result of the works?
- Do we need to seek advice from the Minister under Section 341ZD?
- Can we go straight to the referrals stage under Section 28?

A Commonwealth agency can opt to pass over the 'Advice' stage, where it is obvious that the proposed action will have a significant impact, and go straight to the 'Referrals' stage. This may be the most efficient means of resolving the approval process.

Where further information is requested in any of the above stages, DEH can 'stop the clock' on the specified time frames.

Pre-advice stage

If, in the opinion of the Commonwealth agency, and based on advice and input from a qualified heritage practitioner, a proposed action is not considered to have a significant impact on the Commonwealth heritage values of the place, then the works can proceed without advice from, or referral to, the Heritage Division of DEH.

Advice stage

If, in the opinion of the Commonwealth agency, and based on advice and input from a qualified heritage practitioner, a proposed action will have or is likely to have a significant impact on a Commonwealth heritage place, under Section 341ZD of the Act the Commonwealth agency (i.e. Australia Post) must ask the Minister for advice about taking the action. This 'Advice' stage is administered by the Heritage Division of DEH. Documentation requirements associated with this stage are as follows:

- Architectural drawings (existing conditions, plans, elevations, schedule of materials, etc);
- A heritage impacts assessment or analysis that identifies the Commonwealth Heritage Values, analyses the impacts on the values, and describes how the values will be managed, and the impacts minimised, through the proposed works; and
- A covering letter which provides the background and context for the proposal.

This stage is largely an internal stage, with no public notice, and correspondence and communication exchanged between Australia Post and DEH. The minister will give written advice to the agency within 30 business days; he or she may also ask for additional information at this stage, in order to provide the advice. The advice may be that there is no 'significant impact' associated with the proposed works, and hence no further action is required under the approvals process. Alternatively, the advice may be that a referral is required, as a 'significant impact' is anticipated.

Referrals (for assessment and approvals) stage

This stage is governed by Sections 28, and 67-74 of the Act, and involves a referral to the Minister. Referrals are processed by the Referral Section of DEH and a detailed formal referral form must be submitted. The documentation identified above in the 'Advice' stage would also be submitted with the 'Referrals' stage. The Minister is required to make a decision within 20 working days, as to whether the action (i.e. proposed works) requires approval under the Act as it is a 'controlled' action (i.e. it is likely to have a significant impact); he or she may also ask for additional information at this stage. If the Minister decides that an action is a controlled action and requires approval then a detailed 'environmental assessment' of the action must be carried out. It is understood that most proposals are dealt with during this stage, and few are referred on to the 'Approvals' stage. Notice of all referrals is placed on the internet (DEH website), as are all decisions on whether referred actions require approval. This ensures that the 'Referrals' stage is transparent and subject to public scrutiny.

Approvals stage

This stage is governed by Sections 75-79 of the Act, and is the final stage of the process. This stage is generally only reached for complex proposals, where more detailed assessments are required. Again, the Minister may ask for more information at this stage. A decision on whether to approve an action is made within 30 days, and conditions may be placed on approvals.

Appendix D: State, Territory & Local Government Heritage Controls & Approvals

Victoria

State

Governing Department	Department of Sustainability and Environment
Relevant Legislation	Heritage Act 1995
Responsible Body/Agency	Heritage Council is the independent body that operates under the Act; Heritage Victoria administers the legislation.
General Website Address	http://www.heritage.vic.gov.au/index1.asp
Contact	(03) 9655 6519
Name of Register	Victorian Heritage Register, includes places of a State level of significance.
Register Website Address	http://www.heritage.vic.gov.au/page_239.asp?ID=239&submit_action=ss
Permit Application Requirements	<p>Application for works approval to include:</p> <ul style="list-style-type: none"> ▪ Application form ▪ Application fee ▪ Copy of current title ▪ Three copies of the project description ▪ Three copies of existing conditions plans and photographs ▪ Three copies of proposed works plans ▪ Three copies of the Heritage Impact Statement ▪ Three copies of the building works details (where required) ▪ Three copies of the archaeological documentation (where required) ▪ Three copies of garden and landscape details (where required) ▪ One copy of all plans in A3 or A4 suitable for photocopying ▪ Any additional relevant information
Other relevant Information	

Local

Governing Department	Department of Sustainability and Environment
Relevant Legislation	Planning and Environment Act 1987
Responsible Body/Agency	Local municipal councils
Controls	Located within individual Planning Schemes; heritage places are also mapped in Heritage Overlays, and listed in Schedules to the Heritage Overlays. Controls may apply to places as individual places of significance within Heritage Overlays, or to places that are considered of contributory significance within larger precincts or Heritage Overlay areas.
Planning Scheme Website	http://www.dse.vic.gov.au/planningschemes/
Permit Application Requirements	<p>Refer to Planning Permits –</p> <p>http://www.dse.vic.gov.au/CA256F310024B628/0/E64274DAE5D1A314CA2570060006A49A/\$File/Chapter+3+-</p>

	+Permits+12+May+05.pdf
Other Relevant Information	

New South Wales

State

Governing Department	
Relevant Legislation	Heritage Act 1977 (Amended 1998)
Responsible Body/Agency	NSW Heritage Office
General Website Address	http://www.heritage.nsw.gov.au/index.html
Contact	(02) 9873 8500
Name of Register	<p>State Heritage Register. The Register is a special section of the NSW Heritage Inventory or Database (see below) and lists items of particular importance to the people of NSW (i.e. places of State level of significance). These items are listed under the NSW Heritage Act.</p> <p>State Heritage Inventory (also known as the NSW Heritage Database) is an inventory of heritage items on statutory lists in NSW, and includes places in the State Heritage Register together with places of regional/local levels of significance.</p>
Website Address	http://www.heritage.nsw.gov.au/07_subnav_02map.cfm
Permit Application Requirements	<p>Completion of Section 60 Form, plus:</p> <ul style="list-style-type: none"> ▪ 3 copies of all drawings and/or documents (one set full size, and two sets A3) ▪ 1 copy of a heritage impacts statement and other supporting documentation ▪ 1 copy of a Conservation Management Plan if the proposal is to have a major impact ▪ Application fee (as specified on the form)
Other Relevant Information	The State Heritage Inventory is an electronic database of almost 20,000 heritage items on statutory lists in NSW. It can be accessed through the Heritage Office website, and includes all local council-listed items and all State Heritage Register listed items.

Local

Governing Department	Department of Infrastructure, Planning and Natural Resources
Website	http://www.planning.nsw.gov.au/index1.html
Contact (General Enquiries)	(02) 9228 6111
Relevant Legislation	Environmental Planning and Assessment Act 1979
Responsible Body/Agency	Local municipal councils
Controls	<p>Controls are applied through:</p> <ul style="list-style-type: none"> ▪ Heritage Schedule of the local Council's Local Environmental Plan (LEP) (precinct and individual listings for heritage places) ▪ Regional Environmental Plan ▪ Development Control Plan

Permit Application Requirements	Differs according to each municipality. Generally, a Development Application (DA) is required with attached plans and supporting material.
Other Relevant Information	iPlan is an online portal that gives access to state wide, location based, integrated planning information and services in NSW: http://www.iplan.nsw.gov.au/index.jsp

Australian Capital Territory

Territory

Governing Department	ACT Planning and Land Authority
Relevant Legislation	ACT Heritage Act 2004 & Heritage Objects Act 1991 (ACT) (movable heritage)
Responsible Body/Agency	Heritage Unit, Environment ACT
General Website Address	http://www.environment.act.gov.au/heritage/heritage.html
Contact	(02) 6207 2164
Name of Register	ACT Heritage Places Register
Register Website Address	http://www.environment.act.gov.au/Files/actheritageplacesregister
Permit Application Requirements	Completion of a Development Application form, which is referred to the Heritage Unit by the ACT Planning and Land Authority. The Heritage Unit provides advice and recommendations to the Land Authority, including recommended conditions for proposals that will be approved. This advice must be considered by the Land Authority, and the Heritage Council may appeal for a review of a decision to the Administrative Appeals Tribunal.
Other Relevant Information	The Heritage Places Register is a written document that forms Appendix V of the Territory Plan. As an Appendix of the Territory Plan, the Heritage Places Register and in particular, the specific requirements, are legally binding.

Local

Governing Department	ACT Planning and Land Authority
Contact	(02) 6207 1926 (ACT Planning and Land Authority Customer Service Centre)
Relevant Legislation	Land (Planning and Environment) Act 1991 (ACT)
Responsible Body/Agency	ACT Planning and Land Authority
General Website	
Controls	
Permit Application Requirements	Completion of a DA (Development Application) form, with two copies of plans, the fee (based on cost of works). An information package for the development of non-residential buildings is located at http://www.actpla.act.gov.au/forms/nonres/index.htm which includes the DA form. The Appeal process is conducted through the ACT Administrative Appeals Tribunal.
Other Relevant Information	

Queensland

State

Governing Department	Environmental Protection Agency
Relevant Legislation	Queensland Heritage Act 1992 (QLD)
Responsible Body/Agency	Queensland Heritage Council Secretariat
General Website Address	http://www.epa.qld.gov.au/cultural_heritage/registers_and_inventories/queensland_heritage_council/
Contact	(07) 3227 6499
Name of Register	Queensland Heritage Register
Register Website Address	http://www.epa.qld.gov.au/cultural_heritage/registers_and_inventories/
Permit Application Requirements	Submit an Integrated Development Assessment System (IDAS) application to the relevant Local Council for development applications, and the matter will be referred to the Heritage Council. Where an application is made via an exemption certificate, this is submitted directly to the Environmental Protection Agency, and a delegate within the Agency will decide the matter.
Other Relevant Information	The Environmental Protection Agency advised that post offices are not included within the Queensland Heritage Register, due to constitutional (?) restraints.

Local

Governing Department	Department of Local Government, Planning, Sport and Recreation
Contact	(07) 3237 1809
Relevant Legislation	Integrated Planning Act 1997 (QLD)
Responsible Body/Agency	Local Councils
General Website	
Controls	Regional Planning Strategies IPA (Integrated Planning Act)-compliant Planning Schemes
Permit Application Requirements	Submit an Integrated Development Assessment System (IDAS) application, along with supporting information (such as Heritage Impacts Statement) and plans. IDAS form is standard across the state, but specific requirements differ according to the relevant local council.
Other Relevant Information	

Northern Territory

Territory

Governing Department	Department of Infrastructure, Planning and Environment
Relevant Legislation	Heritage Conservation Act 1991 (NT) (last amended 2000)
Responsible Body/Agency	Heritage Conservation Branch of the Department; Heritage Advisory Council

General Website Address	http://www.lpe.nt.gov.au/heritage/default.htm
Contact	(08) 8924 4143
Name of Register	The Heritage Register
Register Website Address	http://www.lpe.nt.gov.au/heritage/register/LIST/default.htm
Permit Application Requirements	An application to the Heritage Council is necessary prior to any works being undertaken on heritage properties. The Heritage Council will consider the application and refer it to the Minister for approval
Other Relevant Information	In order to make changes to a heritage place, consent from the Minister of Lands, Planning and Environment under the Heritage Conservation Amendment Act 1998 is required. Consents are often given in order to permit routine repair and maintenance on declared heritage places.

Local

Governing Department	Department of Infrastructure, Planning and Environment
Contact	(08) 8999 5511
Relevant Legislation	Planning Act 1999 (NT)
Responsible Body/Agency	Divisions of the Development Consent Authority determine development applications within their division area. Outside of these areas the consent authority is the Minister. (Currently there are 7 division areas, generally associated with the larger population centres, e.g. Alice Springs, Batchelor, Darwin, Katherine, Litchfield, Palmerston and Tennant Creek)
General Website	
Controls	NT Planning Scheme
Permit Application Requirements	A Development Permit Application is made to the Department of Planning and Infrastructure, with 10 copies of all attached material and the fee. The department will refer the application to the appropriate bodies (ie. local council, heritage council) and make a decision, taking into consideration the comments of the referral bodies, within 13 weeks.
Other Relevant Information	

Western Australia

State

Governing Department	
Relevant Legislation	Heritage of Western Australia Act 1990
Responsible Body/Agency	Heritage Council of Western Australia
General Website Address	http://www.heritage.wa.gov.au
Contact	(08) 9221 4177
Name of Register	State Register of Heritage Places
Register Website Address	http://register.heritage.wa.gov.au/index.html
Permit Application Requirements	Local Government will refer any proposed development to the Heritage Council for advice.

Other Relevant Information	Any change to a heritage place requires approval from a planning authority, usually the local government, which must refer the application to the Heritage Council for advice. Heritage Council advisers can assist with applications.
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Local

Governing Department	Department of Planning and Infrastructure
Contact	(08) 9264 7777
Relevant Legislation	Planning and Development Bill introduced 30/6/2004 to consolidate the existing legislation – WA Planning Commission Act, 1985 Metropolitan Region Town Planning Scheme Act 1959 Town Planning and Development Act 1928
Responsible Body/Agency	Western Australian Planning Commission and individual Local Governments
General Website	http://www.wapc.wa.gov.au/Region+schemes/Town+planning+schemes/default.aspx
Controls	Located within individual Local Council Town Planning Schemes and Metropolitan and Regional Schemes.
Permit Application Requirements	Refer to relevant Local Council. Standard application form – 'Application for Approval to Commence Development' is available online.
Other Relevant Information	A Municipal Inventory is a list of buildings which in the opinion of the local government are, or may become, of local cultural heritage significance. Local governments are required under Section 45 of the Heritage of Western Australia Act 1990 to prepare such a list. Places entered in a Municipal Inventory do not have legal protection, unless they are listed in a separate Heritage List which is linked to the local Town Planning Scheme, or are already entered in the State Register of Heritage Places.

South Australia

State

Governing Department	Department for Environment and Heritage
Relevant Legislation	Heritage Act 1993
Responsible Body/Agency	Heritage Branch and the State Heritage Authority
General Website Address	http://www.environment.sa.gov.au/heritage/heritage.html
Contact	(08) 8124 4960
Name of Register	State Heritage Register
Register Website Address	http://www.heritage.gov.au/ahpi/index.html
Permit Application Requirements	A development application is lodged with either the relevant local council or the Development Assessment Commission, and the application is referred to the Heritage Branch for consideration. Minimum documentation requirements to be confirmed with the

	Heritage Branch.
Other Relevant Information	

Local

Governing Department	Department of Transport and Urban Planning
Contact	(08) 8303 0600
Relevant Legislation	Development Act 1993
Responsible Body/Agency	Planning SA
General Website	http://www.planning.sa.gov.au
Controls	Within local municipal Development Plans, although controls vary according to the municipality.
Permit Application Requirements	Varies according to each council, but includes a completed application form, a plan of land division, application fees, two copies of the certificate of title and supporting documentation, as applicable.
Other Relevant Information	The protection of local heritage is dealt with through the Development Act 1993, and local councils are responsible for initiating the statutory process by which a Development Plan is amended to include lists of significant individual heritage places or to create heritage areas.

Tasmania

State

Governing Department	Department of Tourism, Parks, Heritage and the Arts
Relevant Legislation	Historic Cultural Heritage Act 1995 (Tas)
Responsible Body/Agency	Heritage Tasmania
General Website Address	http://www.heritage.tas.gov.au
Contact	(03) 6233 2037
Name of Register	Tasmanian Heritage Register
Register Website Address	Not accessible online
Permit Application Requirements	An application is submitted to the relevant local council, with the Works Application form and the specified information. The local council refers the application to Heritage Tasmania for their consideration and decision. Works Application Form, plus: <ul style="list-style-type: none">▪ Site plan▪ Floor plans, elevations & sections▪ Title copy▪ Copy of existing Conservation Plan or relevant extract
Other Relevant Information	

Local

Governing Department	Department of Infrastructure, Energy and Resources
Contact	(03) 6233 2009
Relevant Legislation	Land Use Planning and Approvals Act 1993 (Tas)

Responsible Body/Agency	
General Website	http://www.iris.tas.gov.au/democracy/planning_development.html
Controls	
Permit Application Requirements	Documented on planning application forms distributed by individual Councils.
Other Relevant Information	